



# **Uplink**

## **Large Scale Employer Separations**

**Prepared by  
UIM Business Transition  
and Training Team**

Through Uplink Employer Self Service you now have access to enhanced services 24/7. This web-based initiative from the Indiana Department of Workforce Development will allow you to access and maintain your state unemployment tax account easily and at your own convenience.

The Large Scale Employer Separation software is a user friendly way for an employer to establish an online profile for each period of layoff or shutdown.

To get started you sign on to ESS at <http://www.in.gov/dwd> and access the Large Scale Employer Separation software.



## LSES Advantages

- Reduced / Eliminated Fact Finding
- Faster Payments
- Reduced questions from employees

What are the advantages of using this online application?

One of the biggest advantages to you is if you provide the deductible income prior to the layoff, the agency should not have to contact you concerning deductible income.

This means the number of contacts an employer receives from the agency will be greatly reduced. In the past, you could have received literally hundreds of individual requests for income related issues.

Now, by using the online application, you can provide the department with that information up front and contained in one file.

This will lead to more timely payments to the claimant, which leads to reduced questions from the employee to you, the employer.



## CSV Files

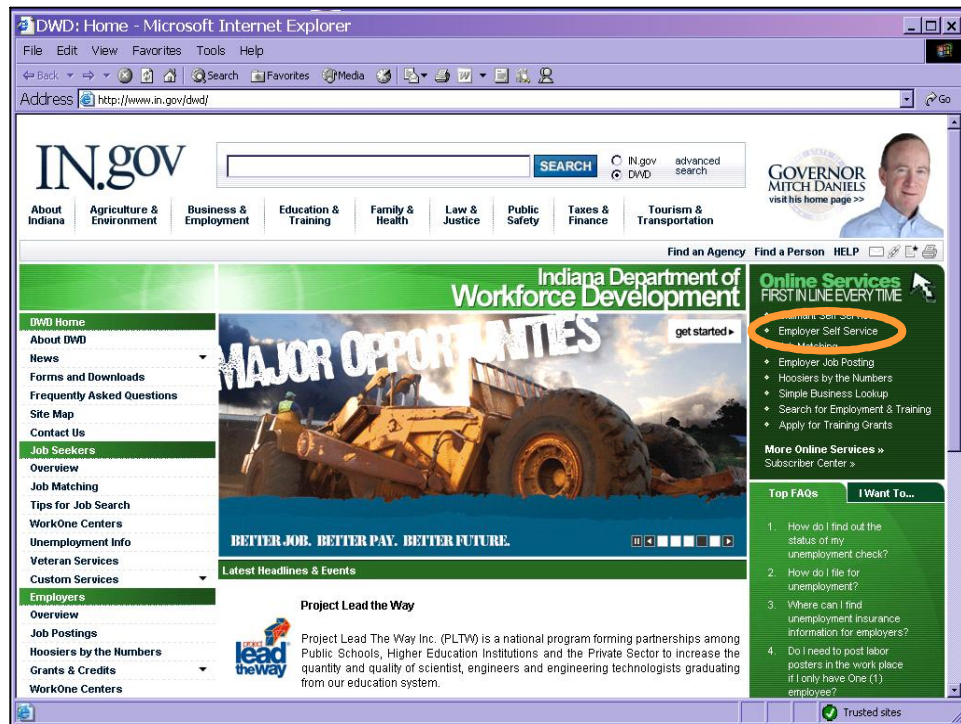
- Universal file format
- Works with Excel and other spreadsheets
- Not dependent on the version of software
- Virtually any software can create a CSV file

The secret to this program is that the wage report downloaded to you is in CSV (Comma Separated Value) format.

CSV is a universal format. It works with any type or version of spreadsheet software.

Sound easy enough?

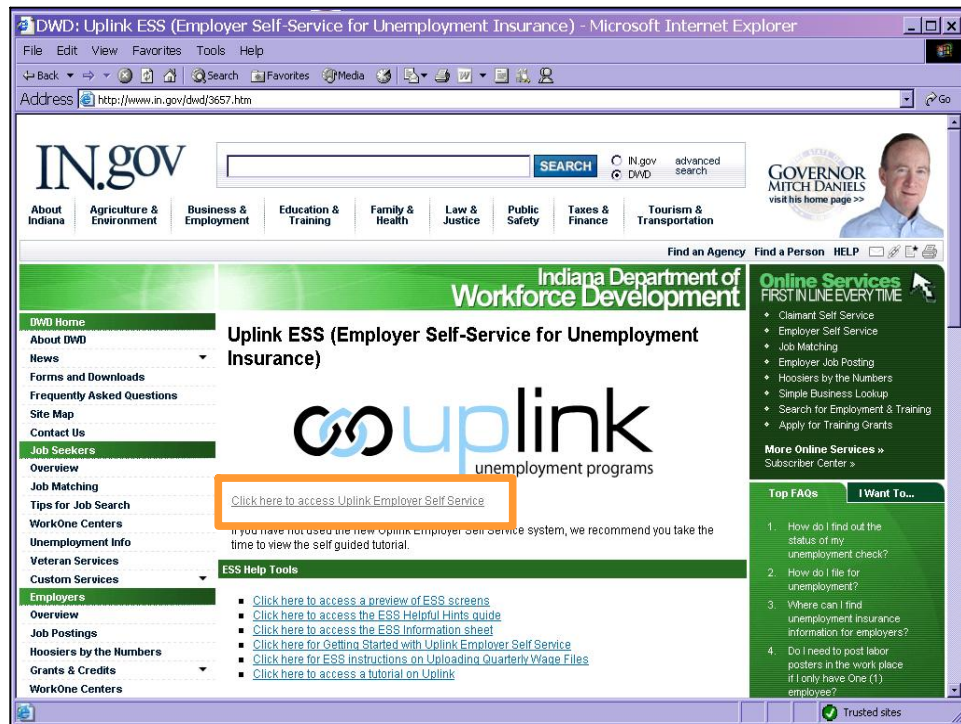
Let's get started.



How do you access the Large Scale Employer Separation screen?

First, you must access the Uplink ESS system.

The easiest way is to click on the *Employer Self Service* link directly under the Online Services heading on the right hand side of the screen.



Click on the link in the center of the screen to access the ESS (Employer Self Service system).

Good Morning Wednesday, May 30, 2007 Help | Contact | Resources

## EMPLOYER SELF SERVICE LOGON

**INDIANA WORKFORCE DEVELOPMENT**

**Please Logon**

Fields marked with an asterisk \* are required.

Username \*

Password \*

**Logon**

[New User?](#) [Forgot Password?](#) [Forgot Username?](#)


**Important Information**

Welcome to the Indiana Department of Workforce Development Employer Self Service Website. The following capabilities are currently available to employers:

- Registration
- Profile Maintenance
- Quarterly Reporting
- Payment Processing
- Data Review

As some browser buttons can cause unexpected results, please do not use the BACK button or any other external browser buttons. Use only the navigation buttons provided within Uplink. Also, Uplink does use some pop up windows to display certain information such as help content and various other links. Most pop up blocker programs allow you to hold down the ctrl key on your keyboard while clicking a link, to allow a pop up window to open.

On the logon screen, you will enter the Username and Password that you previously created in the Employer Self Service (ESS) system, and then click on the *Logon* button.



INDIANA  
WORKFORCE  
DEVELOPMENT

- Home
- Quarterly Reporting
- Make A Payment
- Profile Maintenance
- Employer Summary
  - Contribution Reports
  - Wage Reports
  - Liabilities
  - Payments
  - Rate History
  - Confirmation List
- User Maintenance

Good Afternoon Ellen

Tuesday, May 29, 2007

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## EMPLOYER SUMMARY

Doing Business As : Business Type : Corporation For Profit

Profile Information

Primary Address

Current Year : Rate 2007 : 2.7%

Liabile Date 10/01/2005

Status Active

Status Date 10/01/2005

Business Activity Specialized Freight (except Used Goods) Trucking,

Smart Links

[TWT Payment Due](#)

Recent Payments

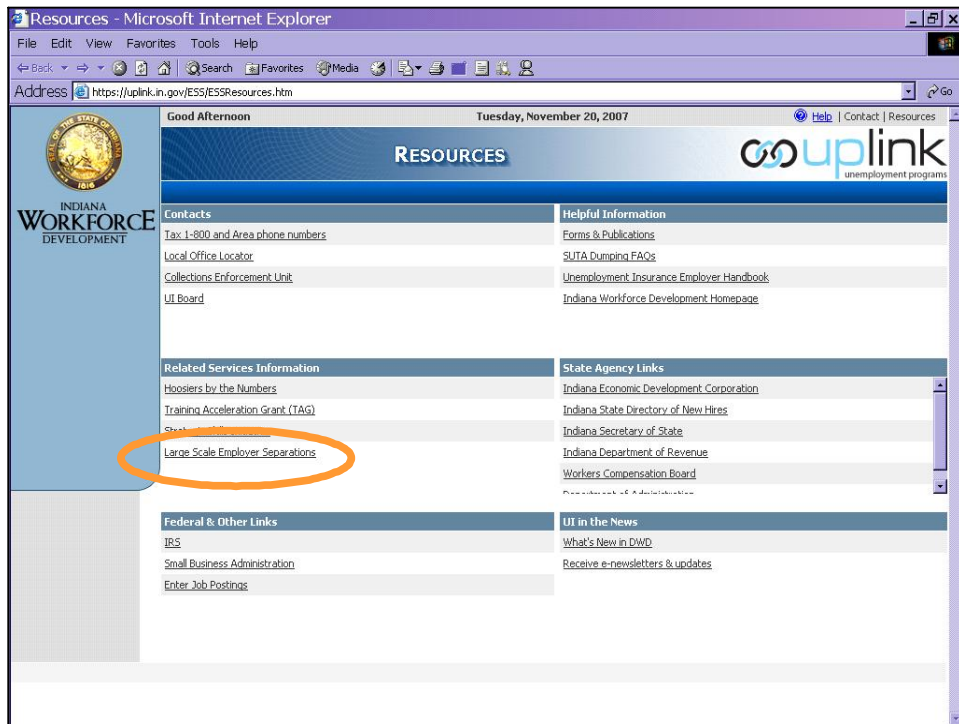
Payment Date	Payment Amount	Payment Type
04/30/2007	\$ 189.00	Electronic Check
06/01/2006	\$ 6.30	Manual Check
05/08/2006	\$ 189.00	Manual Check
03/22/2006	\$ 189.00	Manual Check

Quarterly Report Summary

Qtr/Year	Total Wages	Taxable Wages	Contr Due	Contr Pd	Interest Due	Interest Pd	Penalty Due	Penalty Pd	Other Due	Other Pd	Balance
1/2007	\$ 19,188.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2/2006	\$ 19,318.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1/2006	\$ 19,430.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
4/2005	\$ 7,500.00	\$ 7,000.00	\$ 189.00	\$ 189.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Your Employer Summary page is displayed.

You will need to click on the *Resource* link in the upper right section of the screen to access the Large Scale Employer Separations menu.



The link for the Large Scale Employer Separation program is found in the left hand column under the *Related Services Information* heading.





The Mass Layoff option, located on the left hand navigation bar, has a drop down menu with five options.

If prior layoffs had been entered into the system, they would be listed on this screen.

Since there are no lay off records shown on this screen, this will be your first entry into the LSES screens.

Click on *Create a New Layoff* to get started.

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## MASS LAYOFF : LAYOFF INFORMATION

[couplink](#)  
unemployment program

Fields marked with an asterisk \* are required.

Please provide the following information pertaining to the layoff.

Layoff begin date \*  (mm/dd/yyyy)

Return to work date \*  (mm/dd/yyyy) OR ☐ Permanent ☐ Indefinite ☒ Use Date

Location affected  [View Locations](#)

In the event more information is needed, please provide the contact information.

Contact person name: \*

Phone number: \*  (999-999-9999)

Email address: \*  (xxx@yyy.zzz)

Fax number:  (999-999-9999)

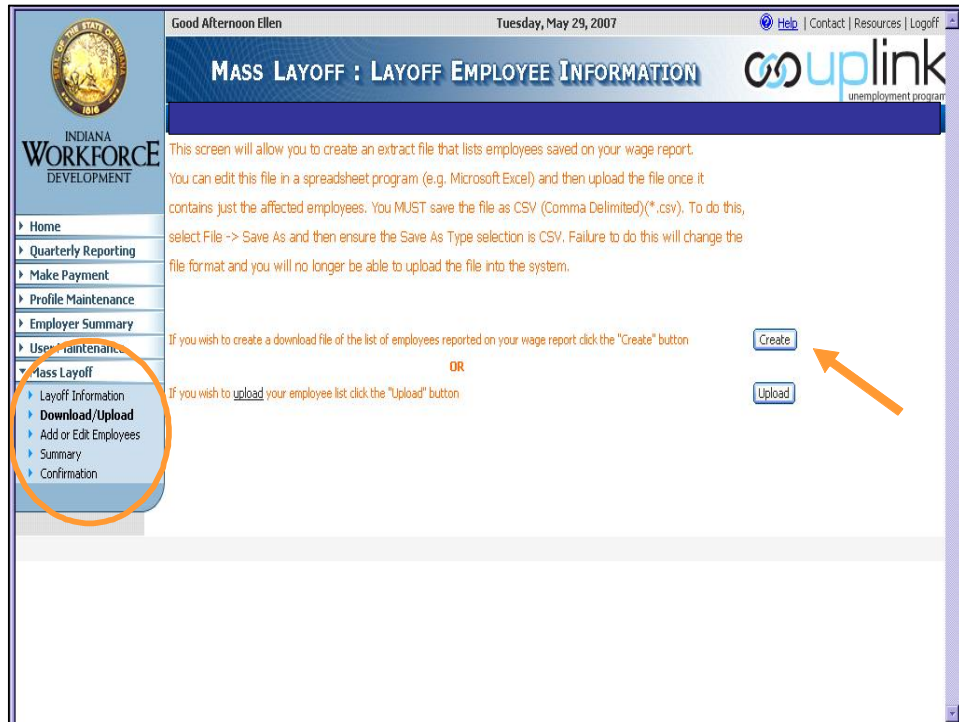
Click the "Next" button to either download a list of employees on the wage report or upload layoff information [Next](#)

Here you enter information to create the layoff profile.

To enter a date, you can either manually type it in, using the correct format, or use the calendar icon.

Keep in mind the orange asterisks indicate mandatory fields.

Once all the information has been entered, click on the *Next* button.

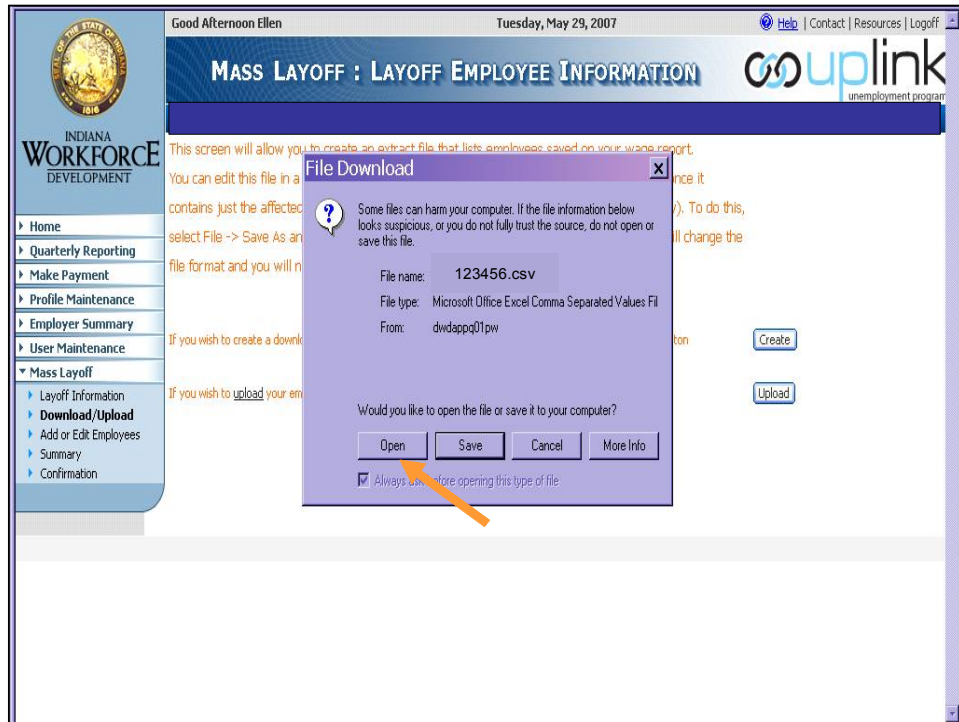


Note as you move through the screens, the drop down menu on the left side of the screen will **BOLD** the item you are currently working on. You can tell at a glance how far you have progressed through the screens. Notice Download/Upload is shown in **BOLD** font.

This screen gives you the option to either create the employee listing or Upload it.

You must first create the report and save it before it can be uploaded.

Lets click on *Create*.



Once you click on *Create*, the File Download window is displayed.

Click *Open* and an entire list of your employees from your most recent quarterly wage file will be displayed.

The screenshot shows a Microsoft Excel window titled "123456[1].csv". The spreadsheet has columns labeled A through O. Row 1 contains headers: A1 (123456), B (Last Name), C (First Name), D (Middle Initial), E (Severance), F (Wks for St), G (Vacation), H (FWks for V), I (Holiday), J (Days for Holiday), K (Pay), L (Holiday), M (Pay), N (Holiday), O (Pay). Row 2 contains data: A2 (1.1E+08), B2 (V), C2 (N), D2 (P), E2 (0), F2 (0), G2 (0), H2 (0), I2 (0), J2 (0), K2 (0), L2 (0), M2 (0), N2 (0), O2 (0). The cell A2 is circled in red.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456	Last Name	First Name	Middle Initial	Severance	Wks for St	Vacation	FWks for V	Holiday	Days for Holiday	Pay	Holiday	Pay	Holiday	Pay
2	1.1E+08	V	N	P	0	0	0	0	0	0	0	0	0	0	0
3															
4															
5															
6															
7															
8															
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Once you open the file, your most recently filed quarterly wage record will be downloaded into whatever spreadsheet software you use (such as Microsoft Excel, Lotus 123).

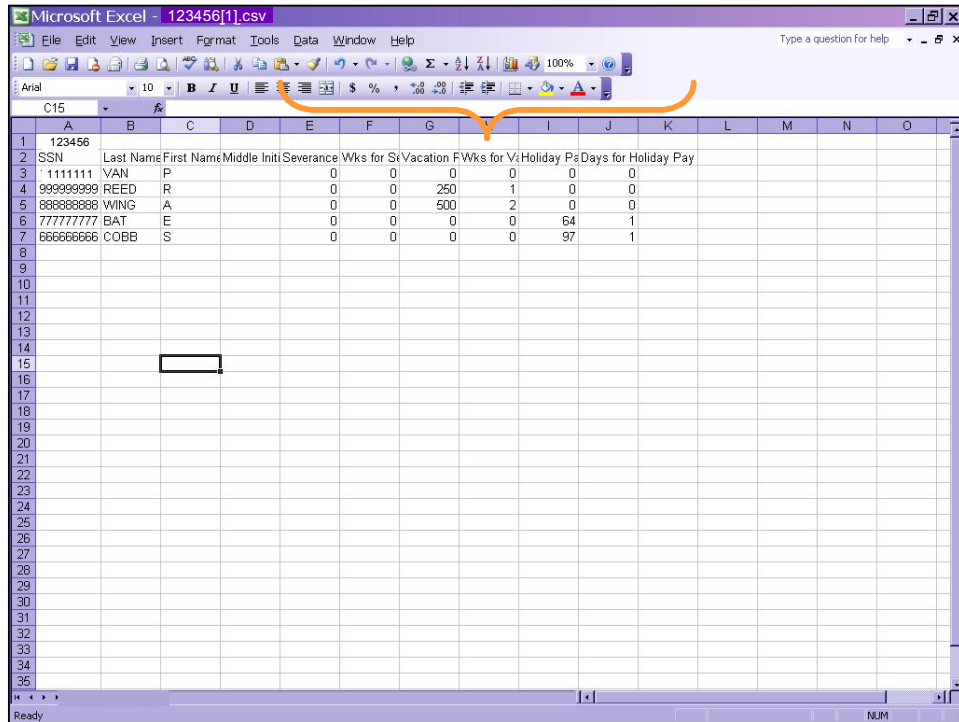
You will be able to view all employees listed on your wage report. Edit the spreadsheet to show only those employees affected by this particular layoff. Everyone else needs to be deleted.

If someone you hired since you submitted your last quarterly wage report is involved in this layoff, they will need to be added to this spreadsheet. To add a new employee, enter the social security number, and their name.

The easiest place to edit the employee listing is from this spreadsheet. Using the scroll bar on the right side of the screen allows you to scroll through the employee listing.

**Please note** the scientific formula of the SSN column. This is due to the fact that when the file is downloaded to you, the social security number column is not wide enough to view the entire number.

To expand the column to the proper width, place your cursor on the cell separator line between Column A and Column B. Left click and hold your mouse down and drag the cell separator line to the right until the entire social security number is visible.



Microsoft Excel - 123456[1].csv

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	123456														
2	SSN	Last Name	First Name	Middle Initi	Severance	Wks for Se	Vacation	FWks for V	Holiday	Pa	Days for Holiday	Pay			
3	1111111	VAN	P		0	0	0	0	0	0	0				
4	999999999	REED	R		0	0	250	1	0	0					
5	888888888	WING	A		0	0	500	2	0	0					
6	777777777	BAT	E		0	0	0	0	64	1					
7	666666666	COBB	S		0	0	0	0	97	1					
8															
9															
10															
11															
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Keep in mind that some social security numbers start with zeros.

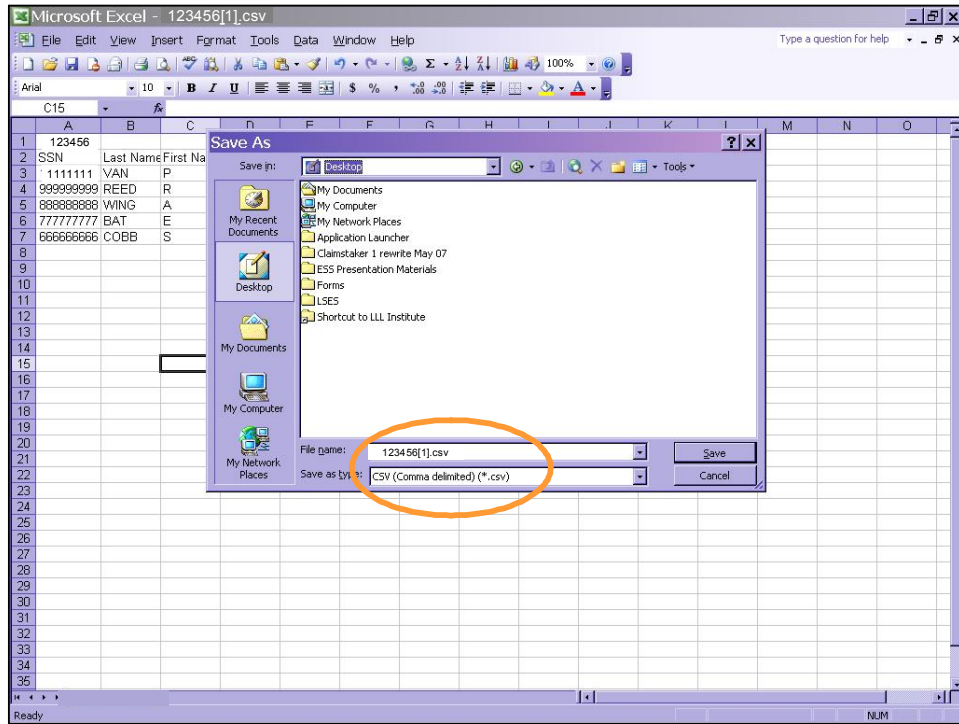
The leading zeros in the social security number will automatically be suppressed, even after you expand the width of the column.

Not to worry. When you upload the file back to the Department, the leading zeros will be part of the social security number.

If anyone on the spreadsheet has/will receive any type of severance, vacation and or holiday pay, complete the appropriate columns showing the gross amount of the payment and how many weeks/days the payment will cover.

**Please note** holiday pay is shown in days but severance and vacation pay are listed as weeks. Any portion of a week is rounded up for vacation or severance pay. For example, if you paid someone three days vacation pay, it will be shown as one week. The dollar amount should reflect the gross amount of the payment.

Once you have a complete listing of the affected employees and have indicated the specifics for the vacation, holiday or severance pay, you are ready to save the file.

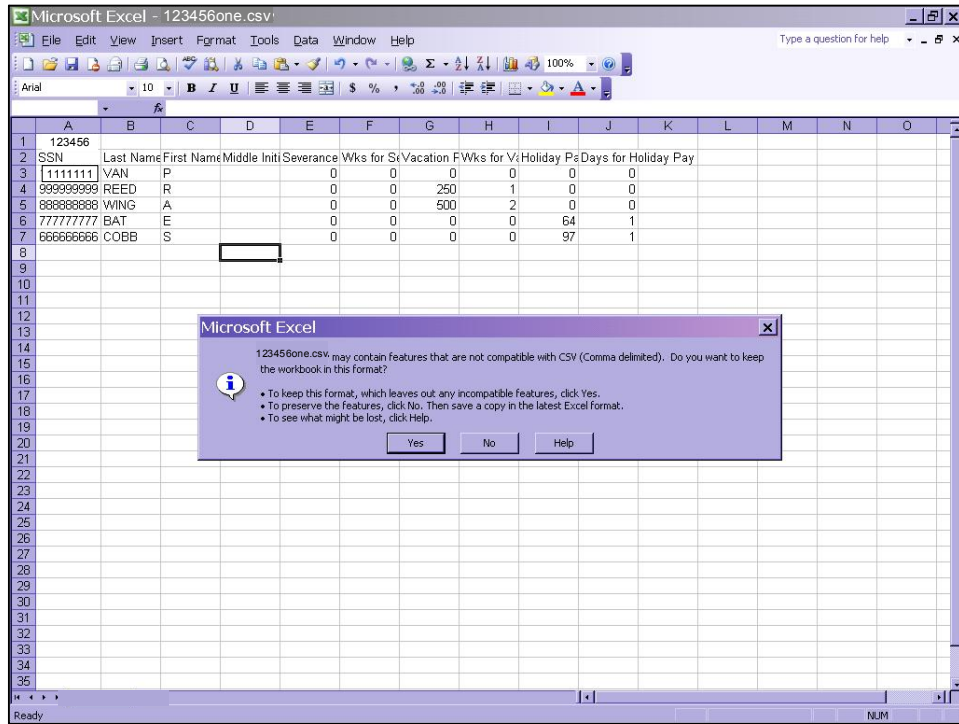


The Save As box will default to the CSV format. You need to make certain you maintain that CSV format.

Why?

This assures when you upload the file back to the department, it will be in the correct format.

Click Save.

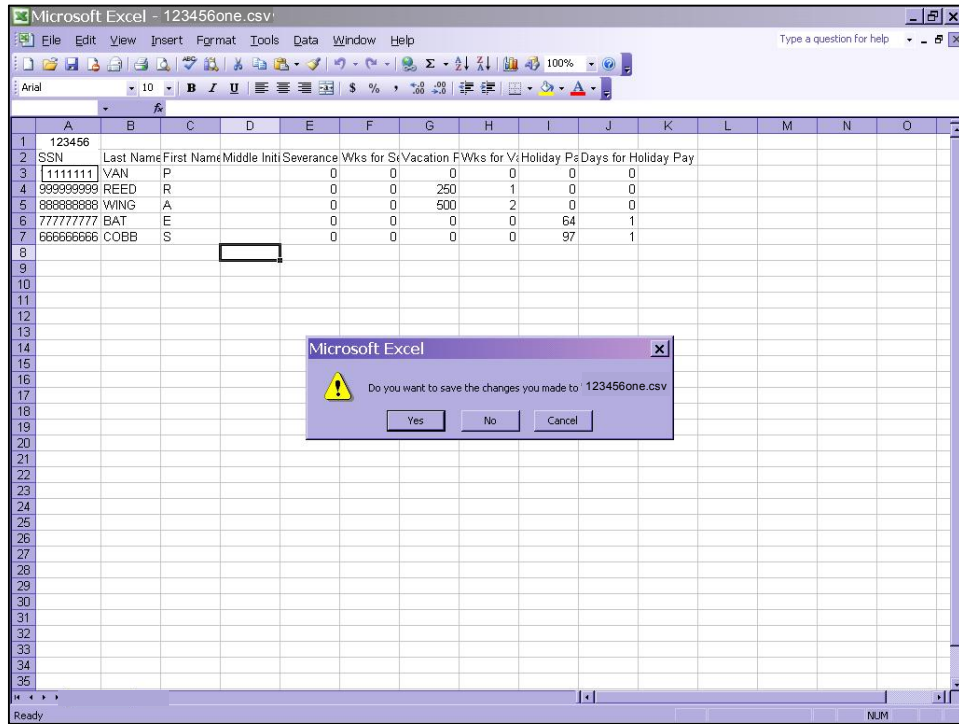


Once you click on the Save button, this pop up window is visible asking if you want to maintain the file in CSV format.

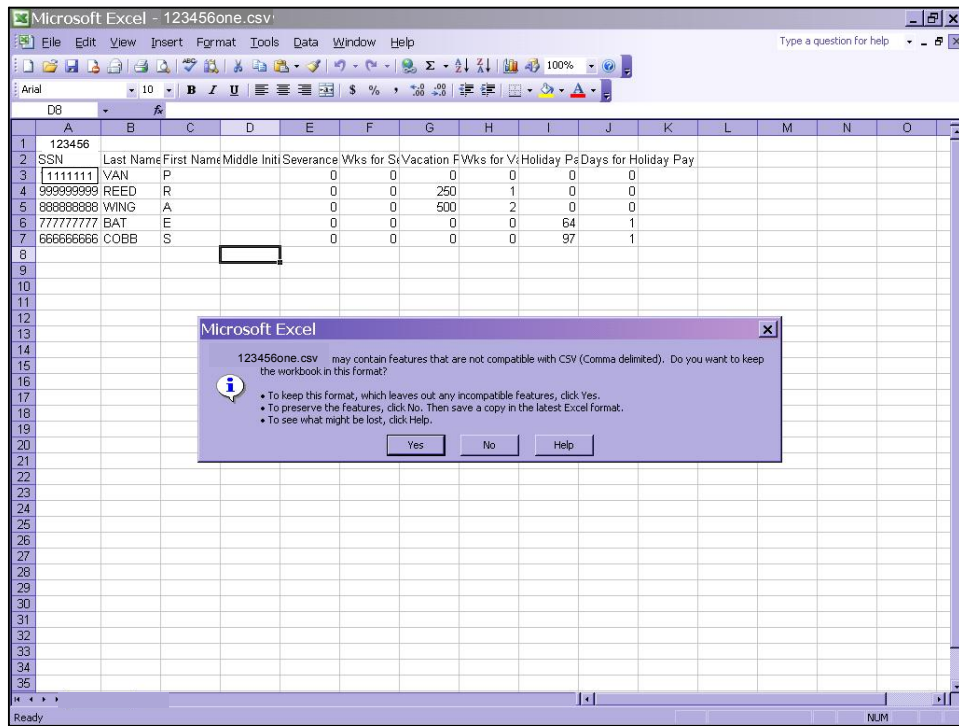
You will be asked this three different times.

You need to click Yes each time, to assure the saved file will remain in the correct CSV format.

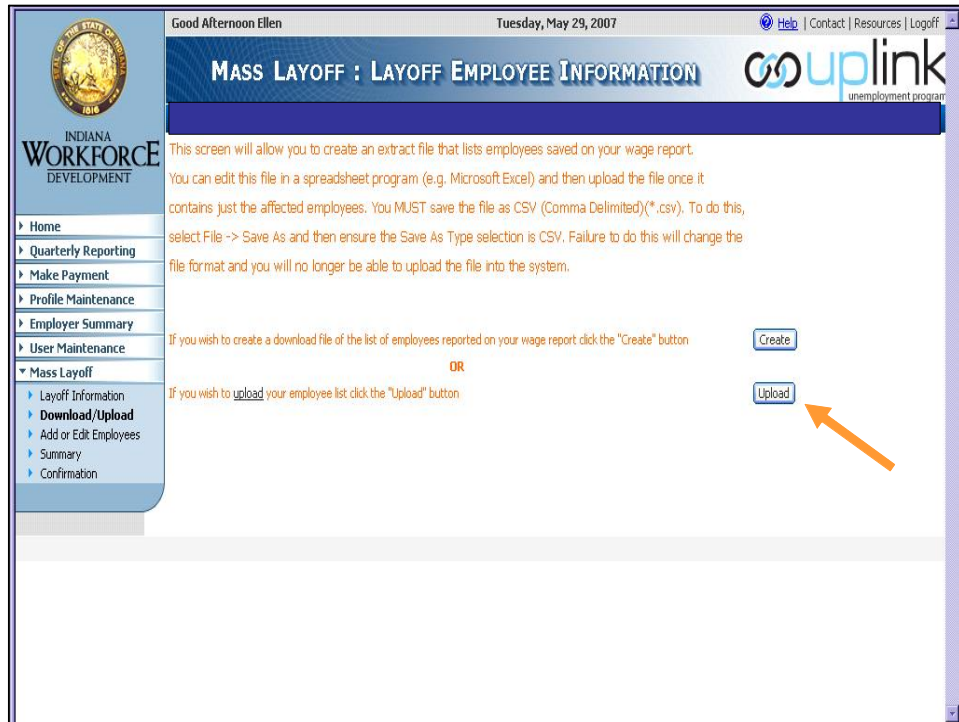




This is the second time you are asked if you want to maintain the file in CSV format.

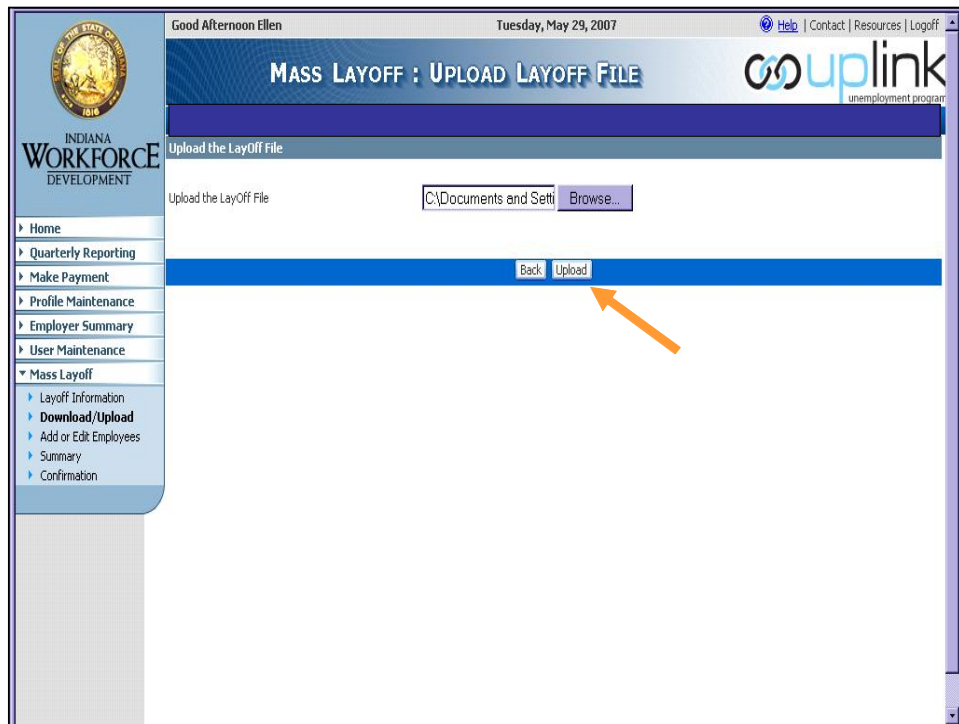


When you click Yes the third time, the spreadsheet software will close and you will be taken back to the Layoff Employee Information screen.



You are now ready to start the process to upload the spreadsheet to the Department of Workforce Development.

Click on *Upload*.



You will need to click the *Browse* button to locate your saved file.

Once you locate the saved file, click on it.

The address window is now populated with the address of the file.

We are ready to upload the file.

Click on *Upload*.

Good Afternoon Ellen Tuesday, May 29, 2007

**MASS LAYOFF : SUMMARY**

Please review the following to ensure all the Claimants have been added.  
 To delete a claimant click on the checkbox.  
 Use the "Print" button to create a list of the employees in the layoff.  
 Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

Print

Click to display Names starting with the letter

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#)

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	777777777	BAT	E	0.00	0	0.00	0	64.00	1
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	0.00	0
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list

To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button

To finalize and submit the layoff information click the "Next" button

Remove Edit Next

This is the summary screen of the uploaded file.

If it is a case that you need to add or edit the list, there are various ways to find an employee.

You can click on the hyperlink of the individual letter of the employee's last name.

Or you can line select the individual name from the listing on the bottom of the screen and click on the Edit button.

From this screen, you can remove or edit employees that were included in this layoff record.

You can also print a list of the affected employees.

Keep in mind you can only see a limited number of employees on this screen at one time. For that reason, it is easier to make your corrections on the spreadsheet itself, and then upload the corrected file.

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## MASS LAYOFF : ADD OR EDIT EMPLOYEES

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To add an employee please complete the following information.  
To edit an employee please enter the SSN and select Search.

Fields with \* are required.

**Manually type in SSN** →

**First Name:**

**Severance Pay:**  **Number of Weeks:**

**Vacation Pay:**  **Number of Weeks:**


**Holiday Pay:**  **Number of Days:**

**Successfully added employees**

SSN	Last Name	First Name	Severance		Vacation		Holiday	
			Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
666666666	COBB	S	0.00	0	0.00	0	97.00	1
999999999	REED	R	0.00	0	250.00	1	0.00	0
001111111	VAN	P	0.00	0	0.00	0	0.00	0
888888888	WING	A	0.00	0	500.00	2	0.00	0

When finished adding and editing employees click the "Finished" button

To edit a record, manually type the social security number in the Employee social security number field and click on the *Search* button.



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- Mass Layoff
  - Layoff Information
  - Download/Upload
  - Add or Edit Employees
  - Summary**
  - Confirmation

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## MASS LAYOFF : SUMMARY



Please review the following to ensure all the Claimants have been added.  
To delete a claimant click on the checkbox.  
Use the "Print" button to create a list of the employees in the layoff.  
Click "All" to print a list of all of the employees in the layoff, or a letter for just the employees with a last name starting with that letter.

Click to display Names starting with the letter  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Delete	SSN	Last Name	First Name	Severance		Vacation		Holiday	
				Pay	Number of Weeks	Pay	Number of Weeks	Pay	Number of Days
<input type="checkbox"/>	666666666	COBB	S	0.00	0	0.00	0	97.00	1
<input type="checkbox"/>	555555555	JONES	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	999999999	REED	R	0.00	0	250.00	1	57.00	1
<input type="checkbox"/>	333333333	RICE	R	0.00	0	1,000.00	2	0.00	0
<input type="checkbox"/>	444444444	SMITH	R	0.00	0	0.00	0	150.00	1
<input type="checkbox"/>	001111111	VAN	P	0.00	0	0.00	0	0.00	0
<input type="checkbox"/>	888888888	WING	A	0.00	0	500.00	2	0.00	0

Select employees from the list above and click "Remove" to remove employees from the layoff list

To add employees that are NOT in the above list, or to edit employees in the list, click the "Edit" button

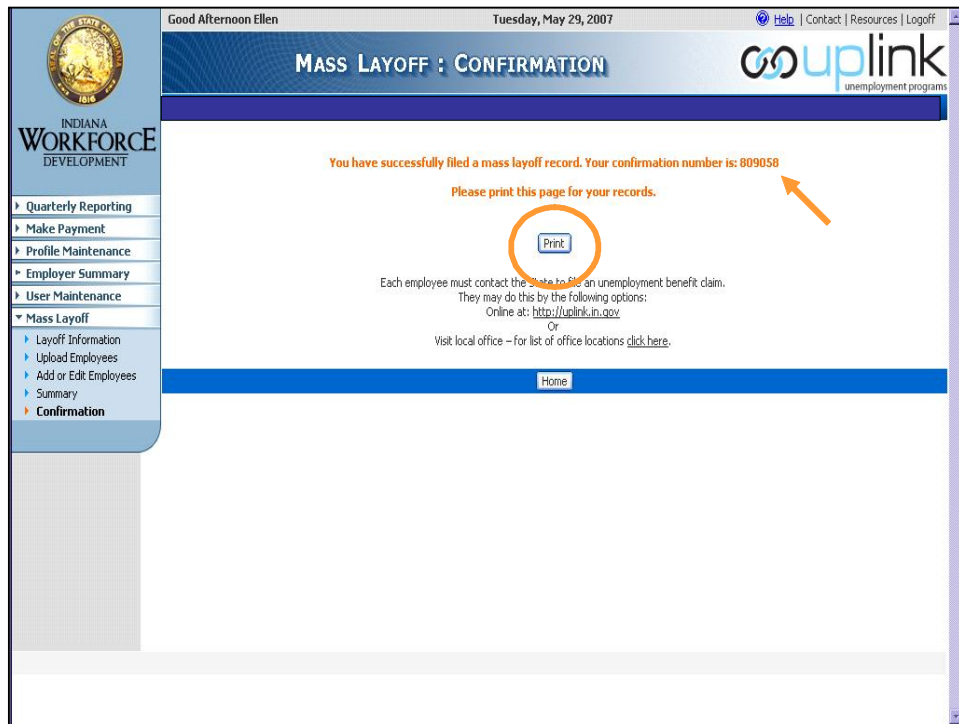
To finalize and submit the layoff information click the "Next" button

Remove

Edit

Next

Once your data for this layoff is correct and complete, click on *Next* to finalize and submit the layoff report.



This is your confirmation page that you have successfully submitted a layoff record.

We encourage you to print this page as it contains your confirmation number.

You can access your home page by clicking on the *Home* button or click on the *Logoff* button to exit the system.



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## MASS LAYOFF : LAYOFF RECORDS

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Layoff Begin Date	Recall Date	Location Number	Location Description
<input type="radio"/> 06/15/2007	08/20/2007		ALL
<input type="radio"/> 06/22/2007	08/06/2007		ALL

[Edit](#) [Copy](#) [Create New Layoff](#)

- Home
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- Profile Maintenance
- Employer Summary
- User Maintenance
- Mass Layoff
  - Layoff Information
  - Download/Upload
  - Add or Edit Employees
  - Summary
  - Confirmation

This is what the Mass Layoff screen looks like after you have accessed the system and completed the data entry.

This particular employer has entered two records.

You would have the ability to copy an existing layoff record up to 60 days past the original layoff date.



## ~ Uplink LSES Assistance~

**Carol Hunter    317-232-7385**  
**[chunter@dwd.in.gov](mailto:chunter@dwd.in.gov)**

**Kathy Sebelski    574-239-9360**  
**[ksebelski@dwd.in.gov](mailto:ksebelski@dwd.in.gov)**

**Jeremie Dexter    317-232-0648**  
**[jadexter@dwd.in.gov](mailto:jadexter@dwd.in.gov)**

Thank you for your interest in the Large Scale Employer Separation Uplink system.

If you need further information, please contact Carol Hunter, Kathy Sebelski, or Jeremie Dexter at the phone numbers or email addresses listed on this screen.